



Children's Ministry Coordinator – Sumner Campus

Department: **Ministry**

Wage Type: **Part Time (20 hours per week)**

FSLA Exemption: **Non-exempt**

Revision Date: **January 24, 2022**

Responsibilities

The Children's Ministry Coordinator (CMC) - Sumner Campus serves as a part-time member of our Family Ministry Team. The CMC will work closely with the Director of Children's Ministry and the Family Ministry Team to implement Sunday School, Wednesday evening programming, Vacation Bible School, the Children's Christmas Program, and other ministry opportunities for preschool and elementary age children and their families for our Sumner campus. At our Sumner campus, the CMC recruits, equips, trains, and encourages volunteers as they carry out ministry to preschool and elementary age students, assists with program development, and builds strong relationships with the church, school, and childcare. The CMC exhibits Christian character, possesses a servant heart, and displays a spiritually-maturing faith grounded in the Scriptures and Lutheran Confessions. The CMC must perform position responsibilities in accordance with the Gospel of Jesus Christ, LCMS theology, Christ Lincoln's Core Values and Mission Statement. *The Children's Ministry Coordinator - Sumner Campus must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The Children's Ministry Coordinator - Sumner Campus must lead by example; maintain high core values and CL Mission.*

Supervisor: Director of Children's Ministry

- I. Report weekly with the purpose of re-capping the current and future week and to update DCM on projects and results.
- II. Implement objectives, plans, and programs for all Sumner Campus children's ministry activities.
- III. Advise DCM of perceived needs of Sumner Campus children & families, recommending solutions to those needs.
- IV. Work closely with the Director of Children's Ministry to implement children's ministry activities, execute programs, and organize curriculum and supplies.
- V. Operate with an Outward Mindset.

Recipients: Sumner Campus children and Families

- I. Build strong spiritual relationships and keep great communication with families of preschool and elementary age children. Minister to their needs and engage them in ministry to help them connect, grow, and love.
- II. Advocate for the needs of the Sumner Campus community and adapt what is produced for the Sumner Campus when needed.

Coworkers: Family Ministry Team

- I. Work closely with the Family Ministries Team to schedule, communicate, and align children's ministry with other Sumner Campus and church-wide ministries.
- II. Lift up in prayer and encourage team members

Direct Reports: Sumner Campus Volunteers

- I. Recruit, disciple, train, and build up volunteers who will be able to carry out the Christ Lincoln mission in their necessary capacity.
- II. Ensure that room set-up and take-down for activities and events at Sumner Campus are done in a timely manner.
- III. Ensure that each Sumner Campus volunteer has the resources to serve their ministry, including tech/media, lessons, and supplies.
- III. Ensure that Sunday and Wednesday programming, and Vacation Bible School, and other children's ministry activities and events are fully staffed with well qualified volunteers and running smoothly according to the policies and mission of Christ Lincoln.
- IV. Evaluate and implement Nursery Care for Sumner Campus for Sunday Morning.

Competencies

The Children's Ministry Coordinator - Sumner Campus shall have the minimum competencies to successfully and efficiently complete these duties. Qualified Candidate will possess:

- I. Demonstrated faith in the triune God and clear Gospel focus.
- II. Understanding of the developmental level of early childhood and elementary students
- III. Experience in differentiating instruction for those with learning disabilities
- IV. Troubleshooting skills to process breakdowns to create and implement solutions.
- V. Strong organizational skills with attention to detail.
- VI. Capacity to laugh and enjoy daily life with early childhood and elementary children and their families.
- VII. Ability to multitask and prioritize daily workload.
- VIII. The skills to effectively present information and respond to questions from children, staff, and parents orally and in writing.
- IX. Adeptness to embrace and learn continually-changing technology to meet the needs of children and families.
- X. Propensity to take initiative and be a self-starter.

Abilities

The Children's Ministry Coordinator - Sumner Campus should exemplify these skills: organization, time management, professionalism, a positive attitude, accountability, respect, and excellence. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills. The Children's Ministry Coordinator - Sumner Campus will be an example of Christian conduct through his/her leadership, be in agreement with the vision, philosophy of ministry, and statement of faith of Christ Lincoln. He/she will set an example in personal devotional life, regular church attendance and participation in the Sacrament of the Altar. He/she will be a motivated, passionate, Gospel driven individual that is committed to excellence. Strong management and authentic personal interactive skills needed.

Qualifications

Bachelor's degree in education-related field and proven leadership experience with early childhood and elementary students preferred. Evidence of strong Lutheran (LCMS) theological understanding and an adherence to those basic theological concepts is required.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.